



**HUMAN RESOURCES OFFICE  
TECHNICIAN / AGR ADMINISTRATIVE INSTRUCTION**

**Number: 08-40**

**10 October 2008**

**Technician and AGRs FY09 Training and Travel Budgets**

1. The annual budget planning is here. The Human Resources Office is seeking submission of your proposed Technician and AGR training and travel budgets for FY09. Take into consideration the entire fiscal year when projecting fund allocation. In years past, every effort to accommodate each organization's needs have been met. We will continue to strive to do the same this fiscal year.
2. Request that each organization submit a proposed plan for FY09. The plan will be broken down into two categories: training & development (T&D) and travel.
3. To comply with federal regulations, request each organization identify a defense travel system (DTS) representative. The identified individuals will complete the DTS mandatory training and email a copy of their DTS training certificates to SSG Edgar George at [edgar.wayne.george@us.army.mil](mailto:edgar.wayne.george@us.army.mil). Questions regarding DTS training can be directed to SSG George at (805) 594-6264. Additionally, SSG George will email a completed signed copy of each DD Form 557 (Appointment/Termination Record – Authorized Signature) to 1LT Walter Wade and SFC David Anderson.
4. Technician questions may be directed to 1LT Walter Wade at (916) 854-4446, or [walter.wade@us.army.mil](mailto:walter.wade@us.army.mil). Questions pertaining to AGRs may be directed to SFC David Anderson at (916) 854-4446, or [david.g.anderson@us.army.mil](mailto:david.g.anderson@us.army.mil).

  
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